

REB-3-76-71

24 MAY 1976

Mr. Edward M. Kidwell, Director  
Space Management Division  
Office of Operating Programs  
General Services Administration  
Washington, DC 20405

Attention: Mr. Michael Yrobel

Dear Mr. Kidwell:

As you are aware, this Agency will occupy space located at 1724 F Street, N.W., Washington, DC, which will be vacated by the Selective Service Commission on or about 1 June 1976.

It has recently been brought to our attention that Selective Service is presently assigned 15 official parking spaces located in the Colonial Parking Building, 1800 G Street, N.W., Washington, DC. It is our understanding that these spaces were contracted by GSA with Colonial Parking and Selective Service reimburses GSA the cost of this parking through the Standard Level User Charge (SLUC) program.

The activity to be located at the 1724 F Street Building will be the Intelligence Community Staff (ICS) and the Committee on Foreign Intelligence (CFI), which was recently created by an Executive Order of the President. In order to accomplish their intended intelligence community-wide mission, accommodations must be made to provide for meetings of the National Foreign Intelligence Board (NFIB), as well as numerous other intelligence community subcommittees and groups. Meetings are scheduled on a daily, weekly, and monthly basis depending upon requirements of the particular committees. Attendance at various meetings is expected to involve 25 to 30 individuals, and it is anticipated that several meetings will be conducted concurrently at the above frequency.

Adequate parking arrangements are essential if the 1724 F Street Building is to become the intelligence community meeting center as anticipated. As a minimum, 30 official parking spaces, in addition to the 12 spaces adjacent to the building will be required. It is, therefore,

Mr. Edward M. Kidwell, GSA

requested that your Office take the necessary action to retain, for our use, the 15 parking spaces presently assigned to the Selective Service Commission and that 15 additional spaces be acquired. Arrangements should also be made to provide for unrestricted ingress and egress for the above 30 official commercial parking spaces during the normal working hours and for occasional parking between the hours of 0800 and 1300 on Saturday.

We are enclosing a Form 81, Request for Space, for the 30 official parking spaces; and, it is requested that the cost of these spaces be included in the GSA Standard Level User Charge.

If there are any questions in regard to this request, please contact Mr. [REDACTED] on 281-8262.

Sincerely,

[REDACTED]

Chief  
Real Estate and Construction Division, OL

Enc

cc: ICS, w/enc

Distribution:

- Orig. - Addressee, w/enc
- 1 - OL/RECD Official, w/enc
- 1 - OL/RECD/REB Chrono, w/o enc
- 1 - OL/RECD/R&FU, w/o enc
- 1 - OL Reader, w/o enc

OL/RECD/REB/[REDACTED]:po/8262 (letterhead) (20 May 76)

|  |   |   |  |   |  |  |
|--|---|---|--|---|--|--|
| <b>REQUEST FOR SPACE</b><br><small>See Instructions on back)</small>   |   | 1. DATE<br>10 May 76                                | 2. AGENCY REQUEST NUMBER<br>REB-3-76-71  | 3. SPACE REQUESTED IS FOR<br><input checked="" type="checkbox"/> INITIAL REQUEST <input type="checkbox"/> SUPPLEMENTAL REQUEST  | REPLACEMENT OF EXISTING SPACE <input type="checkbox"/> | 4. SPACE REQUIRED AT<br>City & State <b>1724 F Street, NW<br/>Washington, D.C.</b> |
| General Services Administration<br>Public Buildings Service<br>Regional Office Building<br>7th & D Sts., SW, Wash., D.C.   |   |   | 6. FROM<br>Agency <b>▶ CIA</b> STATINTL<br>No., street <b>▶ 2F09G</b><br>City, State & ZIP code <b>▶ Vienna, Virginia 22180</b>                            | 7. SPACE TO BE OCCUPIED BY (Bureau, Division, Branch, etc.)<br><b>Committee on Foreign Intelligence<br/>and<br/>Intelligence Community Staff</b>  |  |  |
| Office of Finance<br>CIA, Washington, D.C. 20505   |   |   | 9. OFFICE TO RECEIVE SPACE ASSIGNMENT RECORD (Address only)<br>No., street <b>▶ 2430 E. Street, NW</b><br>City, State & ZIP code <b>▶ Washington, D.C.</b> | 10. TERM OF OCCUPANCY<br>FROM TO<br>Mo. & Year <b>1 Jul 76</b> Mo. & Year <b>Indefin.</b><br>NO. YEARS FIRM LEASE   |  |  |
| <b>11. SPACE REQUIREMENTS</b>  |   |   |  |   |  |  |
| CATEGORY   |   | WORK STATION ALLOWANCE (a)<br>BY GRADE BY JOB TITLE | ON BOARD PERSONNEL (b)   | NUMBER OF BUDGETED PERSONNEL TO BE HOUSED IN SPACE REQUESTED (c)  | TOTAL SQUARE FEET (a) x (c) (d)                        | FOR GSA USE ONLY (e)   |
| GS 1-6   | Supvr. & Nonsupvr.  | 60  |  |   |  |  |
| GS 7   |   | 75  |  |   |  |  |
| GS 8   |   | 75  |  |   |  |  |
| GS 9   | Nonsupervisory (Add 25 sq. ft. for supervisory positions) | 75  |  |   |  |  |
| GS 10  |   | 75  |  |   |  |  |
| GS 11  |   | 75  |  |   |  |  |
| GS 12-13   | Supervisory   | 150   |  |   |  |  |
|  | Nonsupervisory  | 100   |  |   |  |  |
| GS 14-15   | Supervisory   | 225   |  |   |  |  |
|  | Nonsupervisory  | 150   |  |   |  |  |
| GS 16, 17, 18  |   | 300   |  |   |  |  |
| Other (Explain in item 14)   |   |   |  |   |  |  |
| <b>SUBTOTAL (Lines 1 through 12)</b>   |   |   |  |   |  |  |
| General storage  |   |   |  |   |  |  |
| Inside parking (No. of spaces <u>30</u> X 300 sq. ft.)   |   |   |  |   |  | 9,000  |
| Warehouse area   |   |   |  |   |  |  |
| <b>SUBTOTAL (Lines 14 through 16)</b>  |   |   |  |   |  |  |
| Laboratory and clinic area   |   |   |  |   |  |  |
| Food service area  |   |   |  |   |  |  |
| Structurally changed area  |   |   |  |   |  |  |
| Automatic data processing area   |   |   |  |   |  |  |
| Conference-training area   |   |   |  |   |  |  |
| Light industrial area  |   |   |  |   |  |  |
| Quarters and residential housing area  |   |   |  |   |  |  |
| <b>SUBTOTAL (Lines 18 through 24)</b>  |   |   |  |   |  |  |
| <b>TOTAL (Lines 13, 17, and 25)</b>  |   |   |  |   |  |  |
| Outside parking (Number of spaces _____)   |   |   |  |   |  |  |
| Approved For Release 2001/06/09 : CIA-RDP79-00498A000100140007-8   |   |   |  |   |  |  |
| 12. ARE FUNDS AVAILABLE FOR REIMBURSEMENT OF RENT AND OTHER ASSOCIATED COSTS?<br><input type="checkbox"/> YES <input type="checkbox"/> NO If yes, show appropriation symbol <b>▶</b>   |   |   |  | 13. EXTENDED OPERATIONAL REQUIREMENTS (See instruction 3 and explain in item 14.)   |  |  |
| 14. SPECIAL REQUIREMENTS (Furnish details) AND/OR REMARKS<br>There are presently 15 parking spaces assigned to the Selective Service in the Colonial Parking site, 1800 G Street, NW, Washington, D.C. Upon Selective Service vacating 1724 F Street, this Agency requests that these 15 spaces be retained for our use starting on 1 July 1976.<br><br>In addition we request that an additional 15 spaces be acquired at the same location on or about 1 October 1976. These spaces should have unrestricted ingress and egress during normal working hours and for occasional (Continue on reverse) |   |   |  | 15. CERTIFICATION BY AUTHORIZED REQUESTING OFFICIAL<br>I certify to the validity of the data presented herein and that the space requested is necessary for the proper functioning of the above named activity. Also, that request is in compliance with FPMR 101-17.103, 101-18.107, 101-19.101.<br>SIGNATURE <b>(S/)</b> STATINTL DATE <b>5/24/76</b><br>TYPED NAME AND TITLE <b>Chief, Real Estate &amp; Construction Division, Office of Logistics</b> TELEPHONE NO. <b>281-8111</b><br><b>FOR GSA USE ONLY</b><br><input type="checkbox"/> Government controlled space to be assigned.<br><input type="checkbox"/> No government controlled space available and leasing action will be required.<br><input type="checkbox"/> Agency authorized to acquire space under its authority.<br>SIGNATURE AND ORGANIZATION OFFICE SYMBOL DATE<br>ACTION BY AUTHORIZED GSA OFFICIAL<br>OFFICIAL CONTROL NUMBER REGION NO. DATE REQUEST RECEIVED |  |  |

#### INSTRUCTIONS

1. Submission of Requests for Space.
  - a. This form should be submitted in triplicate to the General Services Administration Regional Office having jurisdiction for the geographical area in which the space requested (item 4) is located.
  - b. Agency field components requesting space should submit this form only if the field component has been delegated authority to do so and to obligate funds for reimbursement to GSA for costs of rental, moving, alterations, outlets, etc. Otherwise, the request must be coordinated with and approval obtained from the proper agency office having such authority.
  - c. Approximately 180 days will be required to complete transactions and have space ready for occupancy if leased space is to be acquired.
2. Official Vehicle Parking.

When parking is required for assigned official vehicles, indicate in item 14 the type and number of vehicles for which space must be provided.
3. Extended Operational Requirements.

If there is a requirement for access to and/or for services in the space requested during evening hours or over weekends, it should be noted and fully explained in item 14. An estimate of the number of hours per day and days per month that access and services will be required should be included.
4. Specific Location.

If a particular location within the community indicated in item 4 is critical to agency operations, it should be noted and fully explained in item 14.

5. Work Station Allowance.

Under column 11(a), Job Title enter square feet allowed for grade in Occupancy Guide or in other GSA Standards. Indicate in item 14 the percent of male to female personnel.
6. For further classification of office, storage and special space, see FPMR 101-17.003-2a.

#### SPACE ALLOWANCE FOR COMMON FUNCTIONS

| Function  | Allowance  |
|---|--|
| Conference and meeting rooms  | Twenty square feet per person based on 50 percent time/use basis and on the average number of persons in attendance. |
| Classrooms and training rooms   | Desk/arm chair at 10 square feet per person.<br>Desk and chair at 40 square feet per person.                         |
| Reception areas   | Based on average visitor load at 10 square feet per person.  |
| Exhibit areas, internal duplicating, libraries, mail rooms, and supply rooms. | Actual measurement of equipment plus circulation.  |

Item 14, continued:

parking between the hours of 0800  
and 1300 on Saturday.

SECRET

DDA 76-2762

Approved For Release 2001/06/09 : CIA-RDP79-00498A000100140007-8

DCI/IC 76-0817

14 May 1976

MEMORANDUM FOR: Director of Logistics

FROM: John N. McMahon  
Associate Deputy to the DCI for the  
Intelligence Community

SUBJECT: Requirement for Official Parking Space

1. This memorandum confirms recent discussion between representatives of our respective staffs. When the Intelligence Community Staff (ICS) moves to their new location, 1724 F Street, N. W., will become the major location for community-wide meetings.

2. We must plan to provide for meetings of the Committee on Foreign Intelligence (CFI), National Foreign Intelligence Board (NFIB), SIGINT Overhead Reconnaissance Subcommittee (SORS), SIGINT Requirements Validation and Evaluation Subcommittee (SIRVES), as well as numerous other community subcommittees and groups. Meetings are scheduled on a daily, weekly or monthly basis depending on the requirements of the particular committee. Attendance at various meetings can reach 25 to 30 individuals, and it is reasonable to anticipate that several meetings will be conducted during the same time frame.

3. Adequate parking arrangements are essential if this building is to become the community meeting center as anticipated. As a minimum, ICS requires 30 leased parking spaces, in addition to the 12 spaces adjacent to the building. The commercially leased spaces should provide for ingress and egress during normal working hours and for occasional parking between the hours of 0800 and 1300 on Saturday.

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SA  
30/10/3  
PAT RO  
C/T  
PE  
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PE  
C/T

25X1A

25X1A



John N. McMahon

PLEASE EXTRACT YOUR  
JUSTIFICATION FOR THE EX OFFICIAL  
PARKING POSITIONS FROM THIS MEMO.  
NOTE REQUIREMENT FOR UNCLASSIFIED

OL 6 2566

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E2 IMPDET  
CL BY 59687

SECRET

102 5/11

☐ UNCLASSIFIED ☐ INTERNAL USE ONLY ☐ CONFIDENTIAL ☐ SECRET

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# ROUTING AND RECORD SHEET

SUBJECT: (Optional)

STATINTL

STATINTL

FROM:

Chief, Real Estate and Construction  
Division, OL

EXTENSION

NO.

DATE

8111

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

STATINTL

RECEIVED

FORWARDED

1.

D/L

2C02

21 MAY 1976

2.

EO/OL

21 MAY 1976

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21 MAY 1976

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5/21 5/21 A.T.O.

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14.

15.

Pursuant to Mr. McMahon's request for 30 spaces for official parking in the 1724 F Street Building area, we have prepared a letter to GSA and the necessary Form 81, Request for Space, requesting the Selective Service 15 presently assigned spaces and 15 additional spaces. The letter is unsigned to preclude inadvertent release prior to necessary coordination and approval.

APPROVAL

James H. McDonald

STATINTL

OL 6 2644

FORM 3-62

610

USE PREVIOUS EDITIONS

☐

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